

# Overview of the Board of Elections

**Mission**  
The Board of Elections' mission is to register voters; conduct elections; assist persons seeking elective office with candidate filings and campaign fund reports; assist citizens seeking to place questions on the ballot; and preserve election data.

**Core Functions**

## Voter Registration/ Absentee Services

- Activities**
- Provides administrative support to process and maintain voter registration information, including changes of name, address, party affiliation and deletes due to death, felony conviction, moving out of state and other valid reasons..
  - Provides legally-required training for volunteer registrars.
  - Verifies submitted nominating and/or referenda petitions.
  - Issues and canvasses absentee and provisional ballots.
  - Tracks returned mail and confirmation mailings.

- Headline Performance Measures**
- Percent of provisional ballots issued due to clerical errors
  - Percent of application requests for domestic absentee ballots filled within 48 hours

## Election Operations

- Provides administrative and technical support and trained personnel for the conduct of local, State, and Federal elections.
- Assists individuals seeking elective office with candidate filings and provides candidates with information and guidance related to required campaign committee filings and financial report submissions.
- Prepares, produces and maintains accurate district and precinct maps resulting from redistricting and precinct boundary realignments.
- Acquires facilities designated to serve as voters' polling places in accordance with law.
- Surveys and monitors compliance of handicapped accessibility at polling places during voting hours.
- Obtains, provides and inventories polling place supplies and logistics necessary to equip polling places for voting.
- Develops training materials, recruits, and trains election judges to staff polling places.

- Percent of election judge compliance with chain of custody procedure
- Percent of polling places opening on time

## Administration & Information Technology

- Develops budget; provides fiscal control, administration of personnel and contractual issues, procurement, program planning evaluation and coordination and cooperation with Federal, State, and local government agencies, elected officials, and political organizations.
- Provides all election related materials in both English and Spanish languages in accordance with Section 203 of the Voting Rights Act.
- Responds to various requests from voters, candidates and other interested parties for election related information.
- Ensures the integrity of the election process through a complete auditable quality control process for all voting devices and supporting electronic equipment.
- Through the execution of contingency strategies, provides voting equipment to polling places in a timely manner for voting equipment damaged in transit prior to election day.

- Percent of required voting units per precinct returned on general election day due to inoperability

